



**Premium**  
**(EA) Executive Assistant Support Package**





CARDINAL SERVICE  
*Administrative Support Excellence*

**Premium**  
(EA) Executive Assistant  
Support Package

**When you choose our Premium Package you will partner with our dedicated Experienced Executive Assistant. Supreme in execution and task management!**

**Premium package includes:**

- Email support (acknowledgement and thank you emails)
- Schedule and coordinate meetings and interviews, including video conferences
- Prepare and organize project materials, ensuring accessibility and readiness for each project.
- Maintain and update databases and project management tools throughout the project lifecycle.
- Proofread reports and documents for clarity, formatting, spelling, and grammar.
- Assist in organizing and reviewing interview data and summarizing coded information.
- Aid in the preparation of project deliverables, collaborating with external graphic design resources when necessary.
- Support invoicing and expense tracking using reliable web-based software.
- Coordinate domestic travel arrangements

***What else do you have on your plate, you can hand off?***  
**Ask About Our Flexible Weekly Hourly Rates,**  
**or Our Convenient Monthly-Retainer Package Options!**



# Premium Support Package

**Let's discuss, how Cardinal VA Service can assist you!**



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**Contact us at [contact@cardinalvaservice.com](mailto:contact@cardinalvaservice.com)**  
**or give us call at 1-765-202-2410**